

# **SOCIAL WORKER SUPERVISOR I**

## **CLASSIFICATION DEFINITION**

Under general direction, the Social Worker Supervisor I plans, organizes and supervises social service and employment staff engaged in providing information and referral services, homemaker and chore services, adult protective services, in-home supportive services, home placement services, child protective services, emergency response services and/or employment services; performs other related work as assigned.

Social Worker Supervisor I is the first supervisory level in the series. Social Worker Supervisor I differs from the next lower classification of Social Worker IV in that the former is the first line supervisor. Social Worker Supervisor I differs from Social Worker Supervisor II in that the latter is at the second supervisory level and requires a Master's degree.

## **SUPERVISION EXERCISED AND RECEIVED**

Incumbents in the Social Worker Supervisor I classification generally receive direction from a Program Manager or other management level classification. A Social Worker Supervisor I supervises a variety of Social Workers, clerical and technical staff, but generally does not supervise employees in the Social Worker IV classification.

## **TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

- Plans, assigns, supervises, and reviews the work of employees engaged in the delivery of employment and social services.
- Selects, trains, evaluates, and disciplines subordinate staff.
- Discusses or interprets regulations, rules, policies and programs to staff and the general public.
- Assists and participates in the development of in-service staff development programs.
- Authorizes the provision of social and employment services through the department, provides services, and makes referrals to other agency staff and community agencies.
- Enters and retrieves information from an automated computer system.
- Coordinates the activities of professional, technical and clerical staff.
- Supervises facilities and personnel providing day care services.
- Receives and prepares correspondence and prepare reports.
- In small agencies, may be responsible for social workers involved in the provision of the full range of social services including advanced services.

- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Functions of public social services agencies and the principles of public social service administration.
- Casework concepts, techniques of interviewing, and record keeping in social casework.
- Laws, rules, and regulations governing the operation of public social services agencies.
- Techniques of supervision, training, and casework consultation.
- Computer terminology and computer keyboard arrangement.
- Resources available in the community for referral or utilization in employment or social service programs.
- Principles, methods, and resources in the field of public health, mental hygiene, education, corrections and rehabilitation as they relate to public social services.

### **Ability to:**

- Exercise sound judgment when organizing, directing, and prioritizing unit activities.
- Select, train, supervise, evaluate, and discipline subordinate staff.
- Apply effective interpersonal skills.
- Develop and maintain effective working relationships with agency staff, clients, and outside organizations.
- Present oral and written reports concisely and clearly.
- Analyze a situation accurately and adopt an effective course of action.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Use computers and related software.

## **MINIMUM QUALIFICATIONS (Education and/or Experience)**

### **EITHER**

Two (2) years of full-time experience performing duties comparable to the Social Worker II classification. (One year of graduate work in social work or counseling may substitute for one year of the required experience)

### **OR**

One (1) year of full-time experience performing duties comparable to the Social Worker III classification

## **DRIVER LICENSE REQUIREMENT**

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.